

TENTH CIRCUIT JUDICIAL CONFERENCE 2004
TIPS FOR USING WESTLAW AND LEXIS*

<p>Combining Databases How to search two or more databases simultaneously</p>	<p>Westlaw Can search up to 10 databases simultaneously. Not all databases can be searched in combination with others but many can. From main screen, type in database identifiers in the “Search these databases” box E.g. To search 10th, 9th Circuit and Supreme Court cases, type “CTA10, CTA9, SCT”</p> <p>Or, in the “Search these databases” box on the left, type in the words from the databases you want to find. E.g. Type in “jury verdicts” and press enter to pull up a list of all databases containing the words jury verdicts in the title. The list that appears on the screen will have boxes next to them. Select up to 10 databases to search by clicking on the boxes.</p> <p>Lexis From the main screen, click on the Search tab. Under Sources tab in the upper right hand corner, you can click on “Show checkboxes for combining sources.” Not all databases can be searched in combination with others but this will show you which ones can. Select a number of different sources (databases) to search at one time by clicking on the boxes.</p>
<p>Field/Segment Searching How to search published (or unpublished) decisions only</p>	<p>Westlaw After selecting a case database(s), in the search box type in your search terms and then do a field search. For example, to locate published cases containing the phrase “adverse possession”, type: “adverse possession” % ci(slip not table mem! unpublished unreported unavailable westlaw) The % stands for the “but not” connector.</p> <p>To search unpublished decisions only, change the “%” to the “and” connector. E.g., “adverse possession” and ci(slip not table mem! unpublished unreported unavailable westlaw)</p> <p>Lexis After selecting a case source(s), type in your search terms and then do a segment search. For example, to locate published cases on adverse possession, type: adverse possession and notice(unpublish! or publish!)</p> <p>To search unpublished cases only, type adverse possession and not notice (unpublish! or publish!)</p>
<p>Copy with Reference/ Copy with Cite How to copy part of a case and paste the text with corresponding case cite into another document</p>	<p>Westlaw When looking at a case, law review article, or other document, highlight the portion you want to copy, then click on “Tools” in the bottom right corner of the screen. From the pop-up menu, select “Copy with Reference.” This will allow you to paste the text with the corresponding document citation into another document.</p> <p>Lexis When looking at a case, law review article, or other document, highlight the portion you want to copy, then click on “Copy with Cite” in the top center of the screen. A box will pop up with the selected text. Click on “Copy to Clipboard”. When you are in a word processor like Microsoft Word, you can paste the text with its corresponding citation into the document.</p>

<p>KeyCite/Shepards How to use restrictions to narrow results list</p>	<p>One benefit of using the Limit or Custom command when KeyCiting or Shepardizing is that you can see how many cases from each jurisdiction have cited the case and limit your results accordingly.</p> <p>Westlaw KeyCite a case by typing in a citation in the KeyCite box on the left or clicking on the KeyCite command at the top of the screen. Make sure all citing references are showing by clicking on the Citing References command at the left of the screen. To narrow the display list, press of the arrow next to “Limit KeyCite Display” at the bottom of the screen. You can narrow display by Headnotes, Locate terms, Jurisdiction, Date, Document Type, and Depth of Treatment.</p> <p>Lexis Press the Shepards tab at the top of the screen. Type in the citation to be checked and select “Shepards for Research” which will show all citing references. Then click on the “Custom” command in the top center of the screen. You can limit your results by Analysis, Jursidiction, Headnote, Date, and Type of Document.</p>
<p>USCA/USCS How to search unannotated text (or casenotes) only</p>	<p>Westlaw Search the unannotated code by searching the USC database. If you are in the annotated code database (USCA), to search the text of the code only, do a field search using the TE field restrictor. You can also search only the annotations by searching the AN field.</p> <p>Lexis Search the unannotated code by selecting the USCS (United States Code Service) source (or database). Then do a segment search in the UNANNO segment. If you only want to search the case annotations, search the CASENOTES segment.</p>
<p>Trail/History Save time by accessing previous searches</p>	<p>A record of your searches are kept by Westlaw and Lexis. These can be accessed at a later time. Also, if you re-run a search on the same day of the original search, you won’t incur another search charge.</p> <p>Westlaw Westlaw saves your research steps and searches for a two-week period. To access--after logging onto Westlaw, click on “Research Trail” in the upper right-hand corner. To see research trails from previous days, click on “List of All Research Trails”.</p> <p>Lexis Lexis saves your research steps and searches for 30 days. To access--after logging onto Lexis, click on “History” in the upper right-hand corner. To see research history from previous days, click on the tab “Archived Activity”.</p>
<p>Briefs How to locate briefs</p>	<p>Westlaw More and more state and federal case briefs are being loaded onto Westlaw. Databases contain selected briefs and date coverage varies. Most of the circuit courts go back to the 1970s or early 1980s. Tenth Circuit Court briefs currently only go back to 2000. To see a list of the brief databases, click on the Westlaw directory. Under “Litigation” will be a link to “Briefs”. This will give you a list of all the brief databases. They are listed by Supreme Court, Circuit, State Jurisdiction, Topic and Specialized Court.</p> <p>Lexis Contains US Supreme Court Briefs and some briefs in subject areas such as environment and tax law. Briefs in leading cases are located in the Brief Reporter source which can be found in the topical areas of law under the Litigation section.</p>

<p>WestClip/Eclipse How to stay current in a particular area</p>	<p>Using WestClip and/or Eclipse, you can set up an online search to run and notify you automatically of search results. Many judges and law professors set up a search to track when they are being quoted in the news, or to track alumni or colleagues who are in the news. They also use this to keep current in a particular area of law.</p> <p>Westlaw To set up a WestClip search, select WestClip under “More” in the top right corner of the screen. Then select “Create Entry”. You will be prompted to type in a database, query, and other information. On the right of the screen are the delivery options which you can edit by clicking on the Edit button. Searches can run daily, weekly, bimonthly, or at other intervals you select. Delivery of results can be via email, sent directly to a printer, or you can be notified when you log onto Westlaw, among other options.</p> <p>Lexis To set up an Eclipse search, run the search you would like to save. Then at the top center of the screen, click on “Save as Eclipse”. You can then fill in the information on how often you would like the search run and how you would like to be notified.</p>
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*All Lexis and Westlaw examples are given using the Internet version of both systems.